

Vacancy Announcement #P00-288 DMH

VACANCY ANNOUNCEMENT

POSITION: ATF Specialist, GS-1854-13
(Training Manager)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Training and Professional Development
ATF Academy, General Training Branch
Glynco, Georgia

NOTE: SECRET CLEARANCE REQUIRED

OPENING DATE: August 10, 2000 **CLOSING DATE:** October 10, 2000

NOTES: More than one selection may be made.

A certificate will be issued to the selecting official every thirty (30) days from opening date.

AREA OF CONSIDERATION: Bureau-wide

MAJOR DUTIES: The incumbent conducts long and short-term planning concerning the Bureau-wide implementation of training and career development principles and practices, integrating them within the Bureau's overall strategic planning function; provides recommendations on operational policy matters as a result of evaluations/observations of training; performs needs analyses and quality assurance reviews for Bureau training programs; and designs and develops course material. Instructs in classes and serves as program coordinator for courses.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

Specialized Experience: is experience which is directly related to the duties of the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

Specialized experience for this position may be gained by working with one or more of the following:

- Federal laws and regulations regarding the production, processing, storage, distribution and tax system of distilled spirits, wine, beer, tobacco products, and the manufacture, distribution, and transfer of firearms and explosives.
- Equipment, operations, records, and processes at distilled spirits plants, wineries, breweries, or tobacco products factories, and used in the firearms and explosives manufacture and distribution trade.
- Principles and practices of accounting or auditing (less than full professional knowledge).
- Inspection or investigative techniques.

In addition to the knowledge described above, applicants must have demonstrated ability in ALL of the following areas:

- Ability to recognize situations where tax revenue may be endangered.
- Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available.

- Ability to deal with others with poise, tact, and good judgment.
- Ability to organize information and communicate orally and in writing.

Applicants must meet all qualification requirements **within 30 days of the closing date** of this announcement.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of mission responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional policies, and interrelationships between the various Bureau directorates.
2. Ability to analyze complex and sensitive issues, determine the underlying causes and effects of such issues, and to make sound recommendations for alternative courses of action.
3. Knowledge of employee development techniques to present, coordinate, and facilitate training workshops, seminars, conferences, and other events.
4. Ability to communicate orally and in writing to deliver formal presentations, prepare in-depth reports, briefing documents and other written material.
5. Interpersonal skills dealing with a diverse group of managers, executives, colleagues, customers, service providers, information providers, expert resources, generalists, specialists, and others.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment drug test is required.
- ☐ Position is subject to random drug testing. The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit to urinalysis to screen for illegal drug use. Appointment to this position is contingent upon receipt of a negative test result.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Subject to a supervisory/managerial probationary period.
- ☒ Reimbursement of relocation costs will be authorized.

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

NOTE: Full performance level of position is GS-13.

HOW TO APPLY

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet (Telnet connections only at FJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts or lists of college courses.
- ☒ Race and National Origin Identification Form - ATF F 2931.1 (attached) (Optional). Information submitted will be used for statistical reports only.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division, Room 4170
Attn: Diane Howard
650 Massachusetts Ave. NW
Washington, DC 20226
(202) 927-8630 TDD users call (202) 927-7964

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS USE WEBSITE WWW.USAJOBS.OPM.GOV or WWW.ATF.TREAS.GOV

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION OR ANY OTHER NON-MERIT REASON.